

**DRAFT**  
**Strategic Planning Goal 2 Steering Committee Meeting Minutes**  
**7/27/04 1:00 PM – 4:00 PM**  
**VDSS Hanover Conference Room**  
**12304 S. Washington Hwy**  
**Ashland, VA**  
**804/752-4100 VA**

**Attendees:**

Donna Douglas, David Fauri, Jack Frazier, Peggy Friedenberg, Tom Little, John Palese, Kristina Wilhite

**Meeting:**

The committee reviewed the issues log and the action items listed below resulted from the discussion. A review of the progress on the Goal 2 Committee Action Plan indicates that Tasks 1 (Identify Goal Champions) and 2 (Establish Task Force) are complete. Task 3 (VSSS Management/Leadership Approach) is tabled pending the results of completion of some of the action items. Task 4 (Balanced Scorecard Deployment for VSSS) was assigned to Tom Little. He discussed the resources and methodology he used to develop a draft scorecard. He reviewed his prototype “Linking Measurement to Strategy” with the committee. The scorecard is based on the agency strategic plan. Suggestions included a review of the Virginia Council on Virginia’s Future and other related activities statewide. The scorecard approach was accepted and the committee will continue to develop it more fully with the help of the larger strategic planning team and agency staff.

Handouts used during the meeting included and have been attached to the minutes:

Domain graphic  
Goal 2 Issues Log  
Goal 2 Committee Action Plan  
Goal 2 Charter  
Agency Annual Planning Calendar  
“Linking Measurement to Strategy” Balanced Scorecard Prototype  
CFSR Introduction and Summary of Virginia’s Review Findings and PIP Goals  
Review of resultsaccountability.com website articles and implementation guide  
VSSS Strategic Planning Steering Committee Meeting Minutes 6/30/04  
Goal 2 Steering Committee Meeting Dates Calendar  
VSSS Scorecard graphic proposed for website

**Action Items:**

<b>Member</b>	<b>Item</b>	<b>Action</b>	<b>Date</b>
<b>D. Douglas</b>	Recommendation	Donna will compose a	8/23/04

		recommendation that reflects the committee's ideas regarding the QM division role in coordination of the agency business plans, local plans and development of annual reports	
<b>J. Frazier</b>	VCU MOU for training	Jack will work on getting a copy of the agency VCU MOU for training	8/23/04
<b>K. Wilhite</b>	Plans Inventory	Kristina will work on developing an inventory of all plans	8/23/04
<b>T. Little</b>	Review VA Council on VA's Future Initiative	Tom will review the Virginia Council on Virginia's Future for synergy with the performance management system project	8/23/04
<b>P. Friedenberg</b>	Review Best-Managed State Leadership Training Initiative	Peggy will contact Liegthy to investigate groundwork already performed the Best Managed State leadership training initiative	8/23/04
<b>C. Earl</b>	Develop specific examples of planning disconnects	Clark will develop a list of specific example of planning activities that are not cohesive where plans do not exhibit synergy and conflict	7/27/04 pending

## Closed Action Items:

<b>Member</b>	<b>Item</b>	<b>Action</b>	<b>Date</b>

**Next Meeting:**

## Next Meetings-

- August 23, 2004, 1:00 pm – 4:00 p.m., Conference Room, VDSS Hanover, 12304 S. Washington Hwy Ashland, VA 804/752-4100 VA
- September 22, 2004 , 1:00 pm – 4:00 p.m., Conference Room, VDSS Hanover, 12304 S. Washington Hwy Ashland, VA 804/752-4100 VA

- October 27, 2004 , 1:00 pm – 4:00 p.m., Conference Room, VDSS Hanover, 12304 S. Washington Hwy Ashland, VA 804/752-4100 VA